

ATTENDANCE

Length of Instructional Day

4th and 5th year Seniors are expected to attend and be on time to all college and high school classes according to their individual schedules.

Attendance Process

4th and 5th year Seniors that are enrolled in **only** college classes will follow the attendance policy that governs each of their individual courses (see individual college course syllabus). However, not attending the **required senior meetings** with Ms. Shore and Mrs. McQuaig, could result in you being dropped from your college classes. Students **will not be allowed** to miss anymore than **(3)** senior meetings.

Please note: 4th or 5th year Seniors that may be enrolled in high school classes will be required to follow all Craven County Schools attendance policies as explained in the 2010-2011 Craven County Policies and Regulations (CCPR) Handbook.

Extended Illness

In the case of an extended illness of more than two days, 4th and 5th year Seniors shall contact (1) their college instructors (extremely important!) and (2) Mrs. McQuaig or Ms. Shore to report student's status. **As a 4th and 5th year Senior, please understand that it is your responsibility to make the proper contacts regarding absences.**

Leaving and Returning to Campus

4th and 5th year Seniors are **required** to leave campus when their daily class schedule is over. Exceptions can be made for bus riders and students meeting with instructors or advisors.

Students are not to return to campus unless they are participants in a supervised college or Craven Early College school activity.

Skiping

Letter from the Dean...

Craven Early College strives daily to educate each and every student to the best of our ability. It is also our responsibility to maintain the safety of every student. As I have stated before, I sincerely believe that we are on the safest campus in the county, although we do have over 3,000 students gracing our campus on a daily basis. With that being said, there is still an area of concern that must be addressed immediately so as not to compromise the safety of any of our students.

Unfortunately, we have had some students who have chosen to skip classes occasionally, and consequences have been appropriate for students who committed the infraction. We do not have the man power to follow our students to class, as we have hundreds of students taking many different high school and college classes. Therefore, we have to rely heavily on the fact that our students are trustworthy and mature enough to attend their classes as scheduled. This is not happening for all our students, and there lies the concern. When students do not report to their class, they can literally be anywhere on or off campus and we are unaware of their whereabouts. This type of action presents a huge threat to their safety.

I have attempted numerous consequences to curb this negative behavior, and nothing seems to have worked thus far. Therefore, I have decided to implement clear consequences for the infraction of skipping a class:

- **1st Offence – One Day Suspension**
- **2nd Offence – Two Day Suspension & Warning of Transfer**
- **3rd Offence – Recommendation for School Transfer**

It is imperative for our students' safety, that we know where every student is at all times. Not being in the appropriate places severely jeopardizes that safety. Parents, please speak to your child about leaving our building and going to their scheduled college classes. When that class ends, they should return in a timely manner back to our home location, Bender Building.

CAR DRIVERS

Considering the limited parking spaces in the CEC building area and the fact this area is shared by CCC staff, all student drivers must park in parking spaces outside of the CEC parking lot.

Please note: All cars must be registered with Craven Community College, and therefore should possess the appropriate parking permit.

BUS TRANSPORTATION

Any 4th or 5th year Senior who may be a bus rider needs to be aware of the following dates and must provide transportation from school to home:

On the following dates students need to provide transportation from school to home:

Friday, October 7, 2011	Friday, February 17, 2012
Friday, November 10, 2011	Friday, March 9, 2012
Wednesday, Thursday, & Friday, May 9-11 2012 (EOCs)	

In the case of an emergency (extreme inclement weather, flooding, etc), students may have to be picked up at the school due to bus transportation being used by traditional schools.

Under North Carolina law, the driver of a school bus shall have complete authority and responsibility for the operations of the bus and maintaining of good order and conduct on the bus. The same conduct standards apply to a bus, as they do at school. Some Craven Early College bus routes are extremely long, but students are expected to behave the same for the driver as they would any staff member. Misbehaving on the bus shall put a student's status at Craven Early College in jeopardy. The bus driver will report to the Dean all misbehavior.

For the safety of all riders, a student will be required to:

1. Be courteous, considerate and show respect.
2. Enter and leave without pushing or crowding.
3. Remain in one's seat for entire trip.
4. Use a reasonable tone of voice.
5. Keep the bus clean.
6. No open food or drinks.
7. Fighting will not be tolerated.
8. Do not tamper with the equipment.

LUNCH

Lunch will be brought to CEC from H. J. MacDonald Middle School just before the first lunch session. Craven County Child Nutrition services will provide a staff member to collect money and serve lunches. Child Nutrition will keep lunches appropriately cooled or warmed until the students consume them. Students may bring their lunches as well. **Any 4th or 5th year Senior wishing to request a school lunch must contact the CEC Lunch Coordinator (Mrs. Autry) by 9:15am each day.**

EMERGENCY AND HEALTH CARE

Please be sure we have accurate health and emergency information. We need current phone numbers and emergency contacts. If this information changes during the school year, alert Mrs. Quinn **in person** immediately.

Mrs. Quinn will also coordinate the administration of medicine during the school day. A physician's signature is required on the Physician's Authorization of Medication for a Student at School Form.

Students may bring over-the-counter analgesics as long as they are in the original container with directions.

Students shall never give medication to other students.

Please note: All 4th and 5th year Seniors are **required** to adhere to the above policy regardless of the fact that they may be entirely enrolled in college classes.

SAFE SURRENDER LAW

According to this law, an infant up to 7 days old can be surrendered to a responsible adult, and the baby will be placed in a loving home. There are no legal ramifications for this act.

DRESS CODE

Although many 4th and 5th year Seniors are enrolled in only college classes; they are still Craven County Schools students. Therefore, they are responsible for using sound judgment in dress, grooming, and personal hygiene so that health and safety problems are not created and the educational process is not disrupted.

The principal/dean **still** has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, unsafe or otherwise inappropriate. All CEC faculty and staff will continue to enforce district dress code. We understand that the college dress code is more lenient, but we will follow district policy. **Please understand each 4th and 5th year student is expected to represent CEC in a positive manner at all times.**

Dress Code Expectations:

1. The shoulder width of shirts or blouses must completely cover undergarments; **shirts with sleeves are required at CEC.** Spaghetti strap tops or dresses, tube tops, exposed bras, inappropriate athletic clothing or tank tops are not acceptable.

2. Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes and dresses or other revealing attire (i.e. exposing cleavage) are not acceptable.
3. Dresses, skirts, or shorts must be lower than mid-thigh.
4. Pants and shorts must be worn at the waistline. No underwear shall be revealed.
5. Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
6. Clothing, jewelry or buttons with letters, initials, symbols or wording that is obscene, alcohol- or drug-related, offensive, inflammatory or inhibitive to the instructional process are not allowed.
7. No clothing that displays or promotes drugs, alcohol, sex, or violent behavior is permitted.
8. No gang-related clothing, accessories, or symbols as identified by local law enforcement agencies will be allowed.
9. There will be no jewelry affixed to a student's nose, tongue, lip, chin, cheek, or eyebrow.
10. No sleepwear is to be worn.
11. Shirttails must be of an appropriate length.
12. **Shoes are required. Students are not allowed to participate with flip flops or barefoot in physical activity. Leather and more substantial flip flops are allowed.** Rubber flip flops are not allowed for safety reasons.

BEHAVIOR EXPECTATIONS

Attendance at Craven Early College is a privilege, and we intend to uphold the integrity of this program by maintaining those who truly want to be here and want to learn in a threat-free environment where others do not continually interrupt the instructional process.

It is important to remember that 4th and 5th year Seniors are expected to represent CEC in a positive manner at all times!

All CEC students are governed by two sets of standards, Craven County Schools Policies and Craven Community Code of Conduct Policy. Although 4th and 5th year Seniors may be enrolled in only college courses, any violation of the CCC Code of Conduct Policy and/or Craven County Schools Policies could be detrimental to the students continued enrollment in CEC. It is the student's and parents' responsibility to understand the policies and regulations from both governing institutions.

Craven Early College students will be expected to have exemplary behavior. From time to time students may make poor choices and we will provide appropriate consequences while notifying parents of our efforts.

If an offense occurs that relates to safety (i.e. not being in the right place or not following directions), respect to a staff member, or maturity on campus; a staff member will contact a parent immediately requesting a Warning of Transfer Conference to insure the incident will not happen again. A second offense **shall** result in that child returning to the appropriate high school in his or her attendance area. **Disrespect to a staff member shall not be tolerated. PLEASE REFER TO THE PARENT/STUDENT/TEACHER COMMITMENT AGREEMENT FOR SPECIFIC EXAMPLES.**

In the event of an incident that threatens another student or staff member (verbally or in body language), results in an assault of ANY kind, involves a weapon or use of an object to do harm, starts or engages in a fight, or inflicts harassment or taunting of a student, the student(s) will immediately be referred to the Superintendent for transfer back to his or her attendance area high school.

We do not have the alternative facilities for behavior modification that the traditional high schools possess, and if a student is displaying these behaviors, the student will receive more appropriate treatment in those settings.

SAFETY PLAN

Craven Early College and the Craven Community College Security Team will be working together to develop a plan of safety that will address parent and student concerns, the state requirements, the district requirements, and the standards for the community college system. Your feedback on issues of safety is always welcome, and we will include parents in the development of that plan.

We will conduct Fire, Tornado, and Code 300 Drills as mandated by the state and district.

Please note: Students may encounter drills in their college classes and should follow all safety procedures set forth by Craven Community College staff members.

ELECTRONICS

According to Craven County Policies and Regulations, the possession or use of beepers, scanners, cell phones, iPods, and similar devices during school and school-related activities is prohibited. Students who use these devices will be subject to disciplinary action. **However, 4th and 5th year Seniors will only be subject to these regulations when they are in the CEC building, CEC parking lot, and CEC picnic area.** Students are expected to follow the guidelines of all college instructors concerning electronic devices.

All beepers, scanners, cell phones, iPods and/or similar devices **that are confiscated** will be turned over to the Dean. This electronics policy will be enforced by all Early College staff when student is in **CEC building, CEC parking lot, and CEC picnic area.**

COMPUTERS

Students will be issued a laptop if the insurance fees are paid and if the parent has attended a parent orientation focused on safety and monitoring the use of the laptop.

The **monitoring** of computer use for school students is **mandated by law.**

The use of lap tops in college classes is contingent upon the course and the instructor.

It is the responsibility of all 4th and 5th year Seniors to maintain the security and safekeeping of their assigned laptop. All laptops are still subject to regular maintenance and random checks by CEC Technology Specialist (Mrs. Heath).

HOMEWORK

4th and 5th year Seniors are expected to adhere to homework policies as described in each college course syllabus. If a 4th or 5th year Senior is taking a high school course they will be expected to follow the homework policy of Craven County Schools.

CEC SENIOR COLLEGE ADVISORY GROUPS

Students will have a scheduled appointment to meet face-to-face with Ms. McQuaig or Ms. Shore on a weekly basis. Meeting with your advisor (McQuaig or Shore) on a weekly basis is not negotiable. The purpose of the meeting is to provide students and Craven Early College faculty with a means of direct communication. The Senior Advisory meeting will address specific skills and information which is necessary for students to be successful. Throughout the semester, students will receive updated information, discuss skills for being successful in college and utilize resources from CFNC (College Foundation of NC) to plan, apply and pay for college.

FULL-TIME HIGH SCHOOL ENROLLMENT

In order to maintain full-time high school enrollment, students must be enrolled in four (4) courses each semester. These four courses could include: high school courses taught by Craven Early College faculty, high school courses taught online via North Carolina Virtual Public School, or Craven Community College courses.

Withdrawing or dropping courses, going below full-time enrollment status, or the lack of successful completion of the Graduation Project can have serious consequences for high school students. NC DMV must revoke a NC driver's license based on the school's notification of inadequate progress towards graduation, which can include not meeting full-time enrollment status or completion of high school graduation requirements (graduation project) or failing multiple courses. The drop below full-time enrollment status can also affect the student's eligibility as a dependent for health insurance coverage (medical/dental/etc).

CLUBS AND ACTIVITIES

All 4th and 5th year Seniors may participate in any CEC club or activity. Students may also join approved college club organizations pending the Dean's final approval.

PARENT INVOLVEMENT

Craven Early College's parent organization is STAR (Students Teachers Association Resource). Their mission is to help support the work of CEC faculty, staff, and students. All parents are encouraged to participate. Parent representation is also needed on our Cabinet.

Although 4th and 5th year Seniors may be enrolled in all college courses, CEC faculty and staff still strongly encourage parent and student feedback. Please provide us with your ideas for improvement or concerns related to CEC or CCC issues and we will quickly respond.